

MEMO FOR DCI

27 Sep 79

From:

1. DDO recommends a quick courtesy call on 29-30 Nov for  who wants to extend an invitation to you to visit  DDCI is hosting a luncheon for him on 27 Nov.

☒ Schedule O/C

☐ No

2.  was scheduled to call on you tomorrow, but cancelled when advised of your shaky schedule.  C/EA Div, said he had only intended to pay a courtesy call to let you know that he is very satisfied with the excellent Station support and good relationship.

STAT

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STAT

SIAI

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## OF CALL

**TV:**

☐ YOU WERE CALLED BY— ☐ YOU WERE VISITED BY—

**OF (Organization)**

**C/EA Division**

☐ PLEASE CALL → PHONE NO. \_\_\_\_\_ ☐ FTS  
CODE/EXT. \_\_\_\_\_  
☐ WILL CALL AGAIN ☐ IS WAITING TO SEE YOU  
☐ RETURNED YOUR CALL ☐ WISHES AN APPOINTMENT

## MESSAGE

[redacted] cancelling appt.  
w/DCI. He had only intended to  
pay courtesy call and realizes how  
busy DCI is at this time. Please  
let DCI know that he is very satisfied  
with excellent Station support--  
relationship is good.

RECEIVED BY

DATE \_\_\_\_\_

TIME

63-109

**STANDARD FORM 63 (Rev. 8-76)**  
Prescribed by GSA  
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